



KOOTENAI BRIDGE ACADEMY

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Certified Employee Evaluation

Kootenai Bridge Academy will engage in Teacher Evaluation for the purpose of pursuing professional excellence among its staff and in compliance with all relevant Idaho Code. Per state mandate, KBA's evaluation process is based, in part, on the work of Charlotte Danielson.

All certified employees who are in their first three years of teaching or are newly hired by KBA will undergo evaluation. These certified employees participate at least twice in the observation and evaluation summary procedures during the school year. Certified Employees who have earned renewable contract status in the district must enter the observation cycle at least once every three years subsequently. These certified employees participate in the observation and evaluation summary procedures at least once during that year.

The principal shall be responsible for implementing the school's academic programs, and attaining the stated objectives of academic achievement. The principal shall provide educational leadership designed to nurture a strong relationship among teachers, students, parents and the community. In addition, the principal shall be responsible for the hiring, evaluation and termination of classified staff. The principal will observe, evaluate and recommend action to the board regarding the hiring, evaluation and termination of certified staff.

Due to the unique structure of KBA's delivery as a Virtual School, the principal will conduct ongoing observation of instruction throughout the year. As the teachers and the principal share a workspace with the students in a communal computer lab, the principal will have extensive opportunity to evaluate student-teacher interaction. Upon teacher request, a specific lesson or 30 minute period of instruction with students will be considered for the formal evaluation summary.

The Certified Staff Evaluation Summary

An original, signed copy of the Certified Employee Evaluation Summary will be completed and filed annually in each employee's personnel file. The evaluator is required to include written comments on the Certified Employee Evaluation Summary form describing the criteria resulting in any element being marked as "needs improvement" or "unsatisfactory." Positive comments describing employee performance may also be included on the summary form.

Rebuttal

The certified employee may submit a written rebuttal to the evaluation summary and have it attached to the summary to be placed in his/her district employment file. The rebuttal shall be initialed by both the employee and the evaluator to signify mutual awareness of the contents.

Professional Development

Kootenai Bridge Academy encourages all employees to participate in professional development programs. Financial support in the form of a grant is available for qualified professional development programs, which enhance an employee's value to the Academy.

KBA views staff development as an integral part of the making of a professional. We believe knowledge of the subject is the primary qualification of an employee. Such knowledge of the discipline or field of study is only developed through years of dedicated study. We want to model the importance of being lifelong learners to our students.

A professional development program is a "qualified professional development program" if the program:

- *Provides information, techniques, or skills pertinent to the employee's KBA responsibilities;
- *Emphasizes subject matter;
- *Develops or enhances an employee's value to Kootenai Bridge Academy.

Procedures for Improvement

Verbal Correction

Prior to receiving a mark of "needs improvement" in any element, the evaluator will provide a verbal warning, along with observable expectations for improvement and reasonable time to remediate.

Needs Improvement

The evaluator is required to include written comments on the Teacher Evaluation Summary describing the criteria resulting in any element being marked as "needs improvement."

When a teacher receives written notice on an evaluation that his/her performance in one or more elements is deemed to "need improvement," a Professional Development Plan focused on improvement in those elements **may** result. The teacher will be encouraged to dedicate focused efforts to improve prior to the next observation cycle. Failure to show improvement in those elements on subsequent cycles **may** result in advancing to an "unsatisfactory" status.

Unsatisfactory Determination

No teacher shall receive a mark of "unsatisfactory" without having first received a "needs improvement" in the same element on the preceding evaluation unless there is compelling evidence or a justification to do so.

The evaluator is required to include written comments on the Teacher Evaluation Summary describing the criteria resulting in any element being marked as "unsatisfactory."

Whenever a teacher receives an evaluation on which his/her performance in one or more elements is deemed to be "unsatisfactory" by the evaluator, a Professional Development Plan or Formal Improvement Plan shall be

developed in close collaboration with the evaluator. The plan shall focus on the area(s) that were deemed to have been “unsatisfactory” on the observation report. The plan duration is recommended to be from 6 to 9 weeks.

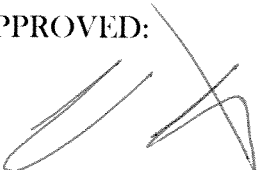
Repeat Unsatisfactory Determination (Formal Improvement Plan)

Whenever a teacher receives a second evaluation on which his/her performance is deemed to be “unsatisfactory” in the same element(s) as cited in the previous evaluation or whenever a teacher receives a third consecutive evaluation citing any performance element as “unsatisfactory”, the teacher shall be placed on a Formal Improvement Plan (duration to be determined by the evaluator). The Formal Improvement Plan shall focus on the area(s) that were deemed to have been “unsatisfactory” on the evaluation. If the teacher has not completed the Formal Improvement Plan successfully, and if the evaluator has met the administrative support responsibilities cited in the Improvement Plan, the teacher may be advanced to Formal Probation by the School Board of Trustees, upon the recommendation of the evaluator. A certified employee may be placed on formal probation and/or terminated when such action is determined to be criminal, grossly negligent and/or violates the Code of Ethics for Idaho Professional Educators.

Formal Probation

The Formal Probation Plan will focus on those elements requiring improvement. Failure to successfully complete the Formal Probation Plan will result in the evaluator recommending to the School Board of Trustees non-renewal or termination of the employee. According to District policy and State code, a final determination of non-renewal or termination requires approval by the Board of Trustees.

APPROVED:



Board Representation



Administration Representation



Certified Staff Representation

Kootenai Bridge Academy School District #470

Teacher Evaluation Summary

Evaluator:

Teacher:

Date:

This evaluation will be kept in employees personel file

KEY:

U = Unsatisfactory

N I = Needs Improvement

P = Proficient

I. Management of Computer Lab Environment

- | | | | |
|--|-------|---------|-------|
| A. Demonstrates and Receives Respect in Lab | ___ U | ___ N I | ___ P |
| B. Establishing High Expectations for Learning | ___ U | ___ N I | ___ P |
| C. Understands NovaNet Procedures | ___ U | ___ N I | ___ P |
| D. Models Positive Behavior for Students | ___ U | ___ N I | ___ P |
| E. Efficient Organization and Use of Resources | ___ U | ___ N I | ___ P |

Comments:

II. Instruction

- | | | | |
|---|-------|---------|-------|
| F. Communicating Clearly & Accurately | ___ U | ___ N I | ___ P |
| G. Using Questioning & Discussion Techniques | ___ U | ___ N I | ___ P |
| H. Engaging Students in Learning | ___ U | ___ N I | ___ P |
| I. Providing Feedback to Students | ___ U | ___ N I | ___ P |
| J. Demonstrating Flexibility & Responsiveness | ___ U | ___ N I | ___ P |

Comments:

III. Planning & Preparation

- | | | | |
|--|-------|---------|-------|
| K. Demonstrating Knowledge of Content | ___ U | ___ N I | ___ P |
| L. Proactive Use of NovaNet in Instruction | ___ U | ___ N I | ___ P |
| M. Assessing Student Learning | ___ U | ___ N I | ___ P |

Comments:

IV. Professional Responsibilities Report:

- | | | | |
|---|-------|---------|------------------|
| 1. Positive Professional Relationships | ___ U | ___ N I | ___ Satisfactory |
| 2. Professional Records Management | ___ U | ___ N I | ___ Satisfactory |
| 3. Professional Communication with Families | ___ U | ___ N I | ___ Satisfactory |

Comments:

Teacher's Signature

Evaluator's Signature

Date

Date

Signing of this form does not indicate agreement or disagreement with the information included in the Teacher Evaluation Summary Report. A signature does indicate that both parties have read and discussed this evaluation. The employee may file a rebuttal to this evaluation.

Kootenai Bridge Academy School District #470

Teacher Evaluation Summary

Evaluator:

Teacher:

Date:

The following section to be completed at least once annually for each certificated employee:

Evaluator's Recommendations:

☐ Continued Employment

☐ Probation Plan (attached)

☐ Improvement Plan (attached)

☐ Non-renewal / Non-employment

Teacher's Signature


Evaluator's Signature

Date

Date

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APPROVED:

_____
Board Representation

_____
Administration Representation

_____
Certified Staff Representation